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888 CalPERS (or **888-225-7377**)
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Date: May 8, 2007
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Circular Letter

TO: STATE AGENCIES, PUBLIC AGENCIES, AGRICULTURAL DISTRICTS

SUBJECT: EMPLOYER EDUCATION WORKSHOPS

CalPERS offers employer educational workshops to assist you in meeting retirement program administration requirements. The workshops are held at our eight Regional Offices plus a location in the City of Redding. The enclosed schedule contains information about upcoming workshops for the second half of 2007.

Workshop attendees receive in-depth education on the subjects of CalPERS membership, payroll, and benefits. These workshops have been designed specifically for Human Resources, Personnel, Payroll, and Benefits staff.

Topics Include:

- *How the employer contribution rate is determined*
- *Determining Membership Eligibility*
- *Payroll Reporting Specifications*
- *Reportable Compensation*
- *The Employer's Role in the Retirement Process*
- *Information about other CalPERS Programs, Workshops, and Events*

Workshop seating may be limited; therefore, reservations will be accepted and confirmed as space permits. To register, please select from one of the following options:

- Email the information on the enclosed registration form using "Ask CalPERS" through www.calpers.ca.gov.
- Contact the Employer Contact Center at **888 CalPERS** (or **888-225-7377**) and provide the information on the attached registration form.
- Complete the attached registration form and fax to (916) 795-0491.

If you have any questions, please contact the Employer Contact Center at **888 CalPERS** (or **888-225-7377**).

A handwritten signature in cursive script that reads "Lori McGartland". The signature is written in dark ink and is positioned above the printed name and title.

Lori McGartland, Chief
Employer Services Division
Enclosure



- E-mail the information below using “Ask CalPERS” through www.calpers.ca.gov
OR
- Complete the information below and fax this form to (916) 795-0491
OR
- Contact the Employer Contact Center at **888 CalPERS** (or **888-225-7377**) and provide the information below

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CalPERS Employer Education Workshops

July 2007- December 2007

Date	Employer Type	Time	Location
July 24	Public Agency	9:00 - 11:30 AM	San Jose Regional Office 181 Metro Drive, Suite 520 San Jose, CA 95110
July 24	Public Agency	1:00 – 3:30 PM	
July 25	Public Agency	9:00 - 11:30 AM	
July 25	State	1:00 – 3:30 PM	
August 22	State	9:00 – 11:30 AM	Sacramento Regional Office Lincoln Plaza East 400 Q Street, Room 1821 Sacramento, CA 95814
August 22	State	1:00 - 3:30 PM	
August 23	Public Agency	9:00 – 11:30 AM	
August 23	Public Agency	1:00 – 3:30 PM	
August 24	Public Agency	9:00 - 11:30 AM	
September 25	State	9:00 - 11:30 AM	Orange Regional Office 500 North State College Blvd; Suite 750 Orange, CA 92868
September 25	Public Agency	1:00 – 3:30 PM	
September 26	Public Agency	9:00 - 11:30 AM	
September 26	Public Agency	1:00 – 3:30 PM	
September 27	Public Agency	9:00 - 11:30 AM	
November 13	State	9:00 - 11:30 AM	City of Redding Community Room 777 Cypress Avenue Redding, CA 96001
November 13	Public Agency	1:00 – 3:30 PM	
November 14	Public Agency	9:00 - 11:30 AM	
November 14	Public Agency	1:00 – 3:30 PM	